BATCOMBE PARISH COUNCIL

Clerk: Rob Sage, Portway Farm, Batcombe, Shepton Mallet, Somerset BA4 6BR

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STAFFING SUB-COMMITTEE
TERMS OF REFERENCE

These Terms of Reference were adopted by the Council at its Meeting held on Wednesday 2nd December 2026. They will be reviewed annually starting in May 2028.

Purpose and Role

The Staffing Sub-Committee is appointed by and is solely accountable to Batcombe Parish Council. Its purpose is to oversee all matters relating to the employment, management, and welfare of the Council's employee - the Parish Clerk - to ensure the Council acts as a fair, legally compliant and effective employer.

Membership

The Sub-Committee shall comprise three Councillors. The Sub-Committee quorum is three and the Sub-Committee shall meet each year or as required.

Functions

The prime function of the Sub-Committee is to provide input for the performance review/appraisal for the Clerk that will be undertaken by one member of the Sub-Committee. These meetings of the Sub-Committee are confidential and the Committee reports outcomes, not detail, to the Council.

As a small Parish Council with a single employee, the Sub-Committee, in conjunction with the Clerk, oversees the scope of employment responsibilities outlined below:

- Recruiting the Clerk, including the job description and person specification
- Terms and conditions, hours, pension, pay and annual review, allowances and expenses
- Leave and sickness absence
- HR policies and procedures, including equal opportunities
- Disciplinary, grievance, capability and appeals, with confidential matters handled under those procedures
- Health, safety and welfare of the Clerk
- Any other HR matters or matters as delegated by the Council

Data Protection

The Committee shall comply with the requirements of the UK General Data Protection Regulation, the Data Protection Act 2018 and the Council's Data Protection Policy when handling personal information. Members shall maintain confidentiality in relation to staffing matters and shall not disclose personal or sensitive information obtained through their role except where authorised or required by law.